



DATE: March 23, 2007

MEMO TO: ALL STATE AGENCIES AND EMPLOYEE ORGANIZATIONS

SUBJECT: PROPOSED GOVERNMENTAL PROGRAM ANALYST CLASSIFICATION

On April 3, 2007 at 1:15 p.m., the State Personnel Board (SPB) will hold an informational hearing regarding the proposed establishment of a new classification titled Governmental Program Analyst. In order to reflect as broad a spectrum of considerations as possible, the proposal is being offered for questions, comments and discussion before being formally presented before the five-member State Personnel Board at the May 8, 2007, SPB Meeting.

Interested parties are encouraged to submit any pertinent comments in writing before the meeting and are also invited to present their views orally at the meeting. Written comments should be addressed to Daisy McKenzie, State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814.

BACKGROUND:

The State Personnel Board staff is proposing to facilitate the recruitment and entry of recent college graduates into state service by developing a new classification specifically targeted for college students and a new internet-based testing process that will be available to anyone who wishes to take the test at any time.

PROPOSAL:

In partnership with the Department of Personnel Administration (DPA), the Union (SEIU), and state departments, SPB has developed a new classification titled "Governmental Program Analyst" that has one minimum qualification pattern: Graduation with a Bachelor's degree from a recognized four-year accredited college (with early entry feature that allows registered Seniors to compete).

This classification will be slightly higher than the current Staff Services Analyst, Range C classification with a provision to hire above the minimum salary step for exceptional candidates. Transfers into this class shall not be permitted.

Original Signed By

Daisy McKenzie for

Karen Coffee, Chief
Merit Employment and Technical Resources Division

**DRAFT SPECIFICATION: GOVERNMENTAL PROGRAM ANALYST
CALIFORNIA STATE PERSONNEL BOARD**

SPECIFICATION

Schematic Code:
Class Code:
Established: 5/1/07
Revised: ----
Title changed: ----

GOVERNMENTAL PROGRAM ANALYST

DEFINITION

Under supervision, incumbents provide independent professional level analysis, research and technical assistance in one or more staff services areas. Incumbents perform above average responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis. Incumbents gather, compile, organize, analyze and interpret data, make recommendations and disseminate information through oral presentations, reports, memos, graphs and charts and provide consultative services to management or others. This is the full working level analyst class. Incumbents are typically subject-matter generalists who have demonstrated possession of intellectual and analytical abilities, decision making skill, and personal qualifications to succeed in a variety of staff services roles.

TYPICAL TASKS

Incumbents are assigned above average analytical work on a broad range of governmental and managerial problems that may be interdisciplinary in nature. Incumbents may be assigned to work independently as departmental representatives on complex and controversial intergovernmental projects. Incumbents conduct and/or review analytical studies and surveys; formulate policy recommendations and procedures, program alternatives and make recommendations on a broad spectrum of administrative and program related problems and issues. Incumbents review and analyze proposed legislation and advise management on the impact or potential impact; act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects; represent the State or a given department as assigned; and perform other related duties.

MINIMUM QUALIFICATIONS

Education: Graduation with a Bachelor's degree from a recognized four-year accredited college or university. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation with a Bachelor's degree or its equivalent before they can be considered eligible for appointment.)

REQUIRED COMPETENCIES

Analysis and Problem Solving: ability to break down problems into components and recognize interrelationships; generates a range of alternative solutions and courses of action with benefits, costs, and risks associated with each.

Reading Comprehension: ability to understand and interpret written material, readily locate relevant details, facts and specifications needed and apply that information to specific situations.

Math Skill: shows the mathematical and quantitative reasoning and insight needed to perform essential job functions; accurately construct/interpret graphical presentations of quantitative information such as charts, tables, and graphs.

Attention to Detail: show a high level of care and thoroughness in handling the details of the job; check work to ensure completeness and accuracy; maintain focus and quality under distracting working conditions with high workload.

Action and Results Focus: stays clear and focused on what is expected or needs to be accomplished; gets things done well and efficiently.

Self Management: prioritizes tasks with respect to importance and deadlines; adjusts priorities as situations change.

Initiative and Innovativeness: readily spots/identifies current and potential problems and opportunities for improvement; approaches problems with novel, resourceful, or imaginative solutions.

Written Communication: uses correct vocabulary, grammar, sentence structure, spelling and punctuation in order to present information clearly and in an organized manner; varies content, tone and style to suit the purpose and intended audience.

Oral Communication: uses correct vocabulary and grammar to present information/ideas clearly and in an organized manner, according to audience and purpose.

Negotiating: works from a strong knowledge base to establish rapport and trust with other parties in order to reach agreeable deals or compromises.

Relationship Building: develops and maintains cooperative working relationships and continuously works to improve relationships, contacts, and networks.

Customer Focus: shows interest in and understanding of the needs, expectations, and circumstances of internal and external customers at the individual, group, or organizational level.

Planning and Organizing: determines the logically necessary sequence of activities and the efficient level of resources needed to achieve a goal; anticipates problems and mitigates risks.

Valuing Diversity: understands the benefit of having differing backgrounds and points of view in the workplace, leverages those differences to contribute to effective decision making.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work independently doing routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; willingness and ability to accept increasing responsibility.

TRANSFERS INTO THIS CLASSIFICATION WILL NOT BE PERMITTED.